



**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# Subdivision Review Procedure

(For Standard/Infill Subdivisions, Sensitive Land Subdivisions, Planned Unit Developments, Traditional Neighborhood Developments, and Condominium Plats)

Revised Feb 2011

DEVELOPER IS TO USE THIS CHECKLIST AS A REFERENCE THROUGHOUT THE REVIEW AND APPROVAL PROCESS

## Initial Steps Prior to Application

- ☐ **Information Contact** and/or Initial Review with Planning Staff
- ☐ **Development Committee Meeting** (if required by Staff)
- ☐ **Meeting with Community Council**
  - ☐ Contact Marsha Millett (801-568-7114) for the specific Community Council contact person for your project.
  - ☐ Written minutes to Staff from Community Coordinator

## Subdivision Review Process

NOTE: Process may vary for different types of subdivisions. Please consult with the assigned planner to discuss additional requirements or elimination of certain requirements pertaining to your particular application.

### 1. **PRELIMINARY SUBDIVISION REVIEW BY STAFF**

NOTE: Applications and plans will not be accepted unless the submittal is complete and turned in prior to the deadline for scheduling on the next Planning Commission agenda (if required). The Planning Commission cannot give this information a fair review when it is submitted at the last minute or at the meeting.

#### **Preliminary Review Submittal Requirements:**

- ☐ Payment of *non-refundable* **Application Fee** (contact the planning department for the amount)
- ☐ Completed Subdivision Review/Planning Commission **Application Form**.
- ☐ **Development Schedule** (including phasing).
- ☐ **Names and addresses of property owners** within 300 feet of proposed project on mailing labels (when required by Staff). Available from the Salt Lake County Recorders Office at: 2001 South State Street, Government Center, North Building, Room 1600, Salt Lake City, UT.
- ☐ **Property Plat of area to be developed** available from the Salt Lake County Recorders Office at: 2001 South State Street, Government Center, North Building, Room 1600, Salt Lake City, UT.
- ☐ Prepared **Submittal Packets** for each department as indicated on the attached "**SUBDIVISION REVIEW - Preliminary Submittal**" form (this submittal sheet only applies to Standard/Infill subdivisions, see other submittal sheets for other types of subdivisions). Provide a **complete set of electronic plans (PDF)** to the assigned planner. Each plan must be in 24" x 36" format. The plans must include the following details:
  - ☐ **Subdivision Plat** - showing all of the following information:
    - ☐ Subdivision Plat drawn to a scale of no smaller than 1" = 50' AND STAMPED, DATED AND SIGNED BY AN ARCHITECT OR ENGINEER LICENSED IN THE STATE OF UTAH (required by Utah State Law).
    - ☐ North Arrow. Vicinity Map (reduced to scale), & Legend of line-types, symbols and hatches
    - ☐ The proposed name of the subdivision.
    - ☐ Names of adjacent property owners and boundary lines of such parcels.
    - ☐ Contours drawn at 2' intervals.
    - ☐ Boundary lines of the parcel to be subdivided.
    - ☐ Dimensions and square footage of each lot.
    - ☐ Building envelopes for each lot. (not applicable to Standard Subdivisions)
    - ☐ All existing and proposed improvements (shown in distinctly different line types):
      - ☐ Above-ground structures (buildings, monument signs, fences, walls, etc.).
      - ☐ Surface improvements (curb and gutter, asphalt, sidewalks, trails, etc.).
    - ☐ Location and dimensions of existing and proposed irrigation systems (canals & ditches).
    - ☐ Proposal of future street system connections to surrounding parcels (for plats that cover a small area of a larger unsubdivided area and/or conceptual plans for subsequent phases).
    - ☐ Location of all existing roads and drive approaches adjacent to and across from project.
    - ☐ Show required visibility triangles at all street intersections (private or public)
    - ☐ Location and setbacks of existing structures within the plat boundaries. Include notation whether the structures will remain or be demolished.

## Preliminary Subdivision Plat Review Submittal Requirements (continued):

- ☐ Location of all landscape or common areas (Typically TND's, Multifamily, or PUD's only)
- ☐ Name, address, email, phone number, and fax number of the primary project contact.
- ☐ A Certificate of Survey with a metes and bounds description, the signature of a land surveyor licensed in the State of Utah, and the land surveyor's seal.
- ☐ An Owners Dedication with signatures from all property owners and others who may have a financial interest in the subdivision acknowledged by a notary public, as required by the Salt Lake County Recorder's Office and Sandy City.
- ☐ A notice of all covenants, conditions, and other restrictions which may be relevant and applicable to the property contained within the final plat.
- ☐ The following signature blocks are required: Planning Commission by the Chairman, Salt Lake Valley Health Department, City Engineer, Public Utilities Department, Sandy City Attorney, the Mayor and attestation by the City Recorder as well as other as may be required by State Law.
- ☐ Provide the following statistical information on the Subdivision Plat:
  - ☐ Gross Acreage of Total Project and acreage of phases (if applicable).
  - ☐ Total number of lots or building sites.
  - ☐ Landscaping Statistics (Typically TND's or PUD's only):
    - ☐ Sq. ft. and percentage of overall site.
    - ☐ Percentage of parking lot and driveway area in landscaping.
  - ☐ Open space percentage (of overall site). (Typically TND's, Multifamily, or PUD's only)
  - ☐ Number of parking spaces required (with ratios) (Multifamily or PUD's only).
  - ☐ Number of parking spaces provided (Multifamily or PUD's only).
- ☐ **Water Conservation Landscaping Plan** - (Typically TND's, Multifamily, or PUD's only) showing all of the following information:

**NOTE: FOR FURTHER INFORMATION SEE THE WATER EFFICIENT LANDSCAPE ORDINANCE**

  - ☐ Include location of existing trees on the site and berming of the front landscaped area.
  - ☐ Must conform to requirements of the Landscaping Standards, Sandy City Development Code.
  - ☐ Plans must be stamped, signed and dated by a Landscape Architect licensed in the State of Utah or designer approved by Sandy City Public Utilities Department.
- ☐ **Grading and Drainage Plan** - showing all of the following information:
  - ☐ Provide existing and proposed contours at 2 foot intervals.
  - ☐ The existing contours shall extend a minimum of 25 feet beyond the property line.
  - ☐ Storm water drainage (designed to accommodate a 10 year storm with 100 year routing).
  - ☐ Also include any water course, storm drain pipe sizes, slopes and elevations, flood plains, unique natural features, natural hazards, proposed building finished floor elevation, etc.

**NOTE: Front landscape areas cannot be used for the retention/detention of storm water.**
- ☐ **Utility Plan** - showing all of the following information:
  - ☐ Underground utilities.
  - ☐ Street lights, fire hydrants, utility boxes.
  - ☐ Overhead utilities.
  - ☐ Location of all existing and proposed utility systems including sanitary systems, storm sewers, water, electric, gas, and telephone lines.
  - ☐ Location of all existing and proposed street lights.
- ☐ **Exterior Architectural Building Elevations** - (Typically TND's or PUD's only) showing all of the following information:
  - ☐ Architectural drawings shall be drawn to a scale of no smaller than 1/8" = one foot.
  - ☐ Indicate all colors and building materials to be used on each elevation.
  - ☐ Include all proposed building wall signs (if known).
  - ☐ Said elevations or renderings must be sufficiently complete to show building heights and roof lines, the location and height of any walls, signs, light standards, openings in the facade, and the general architectural character of the building.
- ☐ **Road Plan & Profile Plan** - showing all of the following information:
  - ☐ Existing and proposed grades.
  - ☐ Existing improvements (curb and gutter or asphalt) to which the proposed improvements will connect, for a minimum of 100 linear feet.
  - ☐ Slope of proposed and existing improvements.
- ☐ **Other information deemed necessary** by Planning, Public Works, Public Utilities, Fire, Police

## **Preliminary Subdivision Review Submittal Requirements (continued):**

### **Preliminary Staff Comments and Corrections come from:**

- ☐ Planning Division - Mike Wilcox (801-568-7261), or Brian McCuiston (801-568-7268)
  - Development Code Requirements
- ☐ Fire Department - Robert DeKorver: (801-568-2945)
  - Fire Department Requirements
- ☐ Parks and Recreation Department - Dan Medina (801-568-2911)
  - Trails Requirements
- ☐ Public Works Department -
  - ☐ City Engineer - Mike Gladbach (801-568-2968)
    - Development Coordinator - Dave Poulsen (801-568-6058) or Jennifer Ford (801-568-6047)
  - Engineering Requirements Letter
  - ☐ Transportation Engineer - Ryan Kump (801-568-2962)
    - Traffic and Road Requirements
- ☐ Public Utilities Department -
  - ☐ Engineering Manager - Rod Sorensen (801-568-7297)
    - Engineer - Lennie Chanthaphuang (801-568-7293)
      - Water, Flood Control/Drainage, Underground Power, Street Lighting, Storm Water Prevention Plan
  - ☐ Conservation Coordinator - Kim Singleton (801-568-6087)
    - Landscaping & Irrigation Plan (water conservation & efficiency) Requirements
- ☐ Police Department - Duff Astin (801-568-7179)
  - Security and CPTED concerns
- ☐ Building & Safety Division - Scott Marsell (801-568-7263)
  - Site and Accessibility for the Handicapped (ADA Requirements)
- ☐ Sewer District - 1 of 4 sewer districts in Sandy City (see attached Utility Company Contact Sheet)
  - Sufficient capacity and placement to accommodate the development.

## **2. PLANNING COMMISSION PRELIMINARY REVIEW**

### **Planning Commission Submittal Requirements:**

- ☐ Preliminary Subdivision Plat: Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
  - ☐ Architectural Building Elevations - 4 sides of building (if required): Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
  - ☐ One color board of all colors and materials proposed to be used on building(s). (if required)
  - ☐ Preliminary Landscape Plan (if required): Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
  - ☐ Electronic copies (PDF) of all the above mentioned documents.
  - ☐ Other information that may be determined necessary for the review by the Planning Commission.
- 

## **3. FINAL SUBDIVISION REVIEW**

**A. Redline Review Meeting.** If desired, the developer, the developer's architect, landscape architect, and civil engineer meet with City Staff to review the Planning Commission conditions of approval, the memorandums, letters and redlined drawings that resulted from the preliminary review. This is an opportunity for the applicant or developer to clarify Staff's comments and to work out any conflicting requirements from the various City departments. This is all in an effort to save the developer, and City Staff, time by eliminating misunderstandings which may cause delays in the approval of the project.

**B. Final Review Submittal Requirements.** (Must include all items in Preliminary Review listed above.) After addressing all memorandums, letters and drawing redlines that resulted from the preliminary reviews by the various City departments, submit the following:

- ☐ Prepared **Submittal Packets** for each department as indicated on the attached "**SUBDIVISION REVIEW - Final Submittal**" form (this submittal sheet only applies to Standard/Infill subdivisions, see other submittal sheets for other types of subdivisions). Each plan must be in 24" x 36" format and adhere to the above required details for each plan and any other requirements from the Planning Commission or other City Departments. Provide electronic copies (PDF) of all plans to the assigned planner.

#### 4. **PLANNING COMMISSION FINAL REVIEW** (if required)

**NOTE: If Planning Commission Final Review is not required, please skip to step number 5.**

##### **Planning Commission Submittal Requirements:**

- ☐ Preliminary Subdivision Plat: Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
  - ☐ Architectural Building Elevations - 4 sides of building (if required): Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
  - ☐ One color board of all colors and materials proposed to be used on building. (if required)
  - ☐ Preliminary Landscape Plan (if required): Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
  - ☐ Electronic copies (PDF) of all the above mentioned documents.
  - ☐ Other information that may be determined necessary for the review by the Planning Commission.
- 
- 

#### 5. **FINAL SUBDIVISION APPROVAL**

##### **A. Final Approval submittal requirements:**

- ☐ **One (1) Final Subdivision Plat printed on Mylar.** Bring this to the Planning Department before obtaining any outside signatures.
- ☐ **Five (5) Final sets of the all Civil Drawings** as needed by Engineering Departments (stamped, signed and dated by an engineer or architect licensed in the state of Utah) and the **Water Conservation Landscape & Irrigation Plan** (if necessary) (stamped, signed & dated by a landscape architect licensed in the state of Utah) addressing all requirements by all departments (**no redlines are allowed on final signed plans, except Planning Division stamped notes**).
- ☐ **Electronic copies (PDF)** of all the above mentioned documents.

##### **B. Final Subdivision Plat (Mylar) Signatures:**

- ☐ **Obtain Outside Entity Signatures** - Once staff has approved the Mylar and the applicant has received the Final Review and Approval (Water Letter) from the Public Utilities Department, then staff will release the plat to the applicant to obtain the signatures from all entities shown on plat that are outside of the city (i.e. Board of Health, Utility Companies, etc.).
- ☐ **Obtain Internal Department Signatures** - Upon completing the outside entity signatures, the applicant must return the plat to the Planning Department. Staff will route the plat to the different city departments to obtain all internal signatures.

##### **C. Final Approved Plan sets signed by:**

- ☐ Sandy City Engineer: Mike Gladbach
- ☐ Sandy City Transportation Engineer: Ryan Kump
- ☐ Engineering Manager, Public Utilities Dept.: Rod Sorensen
- ☐ **A representative of the entity that is posting the guarantee for improvements ("bond") signs** the five (5) sets of approved plans, two (2) sets of the Agreement to Conditions (provided by Planning Staff which includes Approval Letters from all of the required agencies), and the Improvement Agreement (provided by the public works department).

##### **D. Submit Improvement Guarantee ("Bond")**

- ☐ This figure is determined by the Public Works Department. You may submit one of the three bond types listed below:
  - ☐ Escrow Bond (Bank or Savings & Loan).
  - ☐ Irrevocable Letter of Credit (Bank or Savings & Loan).
  - ☐ Cash Bond (Cashier's Check).

##### **E. Pay Final Development Fees**

- ☐ The applicant must pay according to the adopted Fee Schedule that is current on the date of payment.

##### **F. Record Plat with County Recorder's Office**

- ☐ Once the applicant has paid development fees, submitted improvement guarantee (bond), signed Improvement Agreement, signed Agreement to Conditions, and obtained all signatures on the plat, then Staff will release the plat to the applicant to be recorded along with all other required documents (i.e. easements, Covenants, Conditions, & Restrictions, etc.).

## **Final Subdivision Approval Requirements (continued):**

### **G. Provide Copies of Plat**

The following copies of the recorded Final Plat are required to be returned to the Sandy City Planning Division before building permits will be issued:

- ☐ Four (4) black and white copies (24" x 36")
- ☐ One (1) Mylar copy (24" x 36")
- ☐ One (1) black and white copy (8 ½" x 11")
- ☐ One (1) copy of the recorded Supplement to the Covenants, Conditions, & Restrictions

The Salt Lake County Recorder's Office will be able to make the Mylar and black and white copies for you. It will require a fee. They will keep the original recorded Mylar. A copy center may make the 24" x 36" and 8 ½" x 11" copy for you as well.

## **6. BUILDING PERMIT PROCESS**

Once the plat has been recorded, building permits may be issued for the subdivision. The applicant must submit two (2) sets of house plans and plot plans for each lot. Plans must be submitted to the Building & Safety Division for review.

## **7. IMPROVEMENT GUARANTEE (BOND) RELEASES**

It is the responsibility of the developer/contractor to request the initial bond release for the development by contacting Karlee Jensen at 801-568-7271. **100% of work listed on a "City Engineer's Estimate" MUST be completed prior to the performance of initial bond release inspections.**

- ☐ Initial bond release (10% held for one year after initial amount is released by Sandy City).

It is the responsibility of the developer/contractor to request the final 10% bond release for the development one year from the date the initial bond release is signed by Sandy City by contacting Karlee Jensen at (801) 568-7271. **100% of correction work must be completed prior to requesting the final 10% bond release.**

- ☐ Final 10% bond release.

**NOTE: Bond release inspections regarding the landscaping portion of the bond will only be conducted during the growing season, April 1 to October 31. If snow is on the ground prior to or past these dates, the inspection may be delayed.**

**Disclaimer:** The above information is an abridged version of the Sandy City Subdivision Review Process as stated in the Sandy City Development Code. This information is for the benefit of the developer/applicant in order to help the developer/applicant follow the review and approval process for your project. The above list does not release the developer from the responsibility of reading and following all provisions listed in the Development Review Process Section of the latest edition of the Sandy City Development Code.

**SANDY CITY PLANNING**  
10000 Centennial Parkway  
Sandy, Utah 84070



**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# General Development Application

Revised Feb 2011

*For staff use only*

File/Case Number: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Fee: \_\_\_\_\_

Receipt# \_\_\_\_\_

Assigned Planner: \_\_\_\_\_

## Type of Request *(mark all that apply)*

|                          |                         |
|--------------------------|-------------------------|
| <input type="checkbox"/> | Site Plan Review        |
| <input type="checkbox"/> | Code Amendment          |
| <input type="checkbox"/> | Annexation              |
| <input type="checkbox"/> | General Plan Amendment  |
| <input type="checkbox"/> | Street Vacation/Closure |

|                          |                        |
|--------------------------|------------------------|
| <input type="checkbox"/> | Subdivision            |
| <input type="checkbox"/> | Sign Review/Appeal     |
| <input type="checkbox"/> | Rezoning of Property   |
| <input type="checkbox"/> | Conditional Use Permit |
| <input type="checkbox"/> | Special Exception      |

Provide a brief summary of the proposed action/development:

## Project Information

Name of Proposed Project: \_\_\_\_\_ Address: \_\_\_\_\_

Parcel Tax I.D. Number(s): \_\_\_\_\_ Acreage: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Project Contact Information *(if different from applicant)* **NOTE: This person will be staff's ONLY contact for the Review Process.**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Property Owner Information *(if different than applicant)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Project Staff/Additional Contacts

### Developer:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Engineer:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Planner:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Architect:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Other:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Other:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**Note: The Planning Commission normally meets on the first and third Thursdays of the month. Applicants will be notified of changes in meetings and meeting times. The Planning Division will not officially accept a submittal until the conditions and necessary parts of each application procedure are completed.**





**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# SUBDIVISION REVIEW

## *Preliminary Submittal*

|                      |                           |  |
|----------------------|---------------------------|--|
| Project Name: _____  | For Staff Use Only        | Complete Submittal <input type="checkbox"/>            |
| File Number: _____   |                           | Development Application <input type="checkbox"/>       |
| Date Received: _____ | Application Fee: \$ _____ | Paid <input type="checkbox"/>                          |
| By Whom: _____       |                           | Electronic Document Submittal <input type="checkbox"/> |

### **Items Needed for Preliminary Submittal**

The Applicant must prepare individual packets for review by each department. Each packet must include the minimum required plans as indicated below. Any other plans submitted, but not listed below, must be indicated in the space provided.

#### **Planning:**

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Notes/Details *(as pertaining to the above plans)* ☐

#### **Building & Safety:**

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Notes/Details *(as pertaining to the above plans)* ☐

#### **Public Works:**

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Notes/Details *(as pertaining to the above plans)* ☐
- Other: ☐
- \_\_\_\_\_ ☐

#### **Fire Department:**

- Subdivision Plat ☐
- Utility Plan *(showing all fire hydrants)* ☐

#### **Sewer District:**

- Subdivision Plat ☐

#### **Parks & Recreation:**

- Subdivision Plat ☐

#### **Public Utilities:**

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Storm Water Prevention Plan *(if over 1 acre)* ☐
- Notes/Details *(as pertaining to the above plans)* ☐
- Other: ☐
- \_\_\_\_\_ ☐

**NOTE:** *Sandy City will only accept applications if each item listed above is received at the time of submittal. Incomplete plans will result in returning them to the applicant.*



**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# SUBDIVISION REVIEW

## *Final Submittal*

For Staff Use Only

Project Name: \_\_\_\_\_

File Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

By Whom: \_\_\_\_\_

Return of All Redlines ☐

Complete Submittal ☐

Electronic Document Submittal ☐

### **Items Needed for Final Submittal**

The Applicant must prepare individual packets for review by each department. Each packet must include the minimum required plans as indicated below. Any other plans submitted, but not listed below, must be indicated in the space provided. **All Redlines must be returned to each department with this submittal.**

#### **Planning:**

Subdivision Plat ☐

Grading & Drainage Plan ☐

Title report *(no more than 3 months old)* ☐

Notes/Details *(as pertaining to the above plans)* ☐

#### **Building & Safety:**

Subdivision Plat ☐

Grading & Drainage Plan ☐

Notes/Details ☐

#### **Public Works:**

Subdivision Plat ☐

Grading & Drainage Plan ☐

Utility Plan ☐

Road Plan & Profiles ☐

Notes/Details *(see City Engineer Requirements Letter)* ☐

Other: \_\_\_\_\_ ☐

\_\_\_\_\_ ☐

#### **Fire Department:**

Subdivision Plat ☐

Utility Plan *(showing all fire hydrants)* ☐

#### **Sewer District:**

Subdivision Plat ☐

#### **Parks & Recreation:**

Subdivision Plat ☐

#### **Public Utilities:**

Subdivision Plat ☐

Grading & Drainage Plan ☐

Utility Plan ☐

Road Plan & Profiles ☐

Storm Water Prevention Plan *(if over 1 acre)* ☐

Notes/Details *(see PU Preliminary Review Letter)* ☐

Other: \_\_\_\_\_ ☐

\_\_\_\_\_ ☐

**NOTE:** *Sandy City will only accept applications if each item listed above is received at the time of submittal. Incomplete plans will result in returning them to the applicant.*



**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# SUBDIVISION REVIEW

*Preliminary Submittal for  
TND's & PUD's*

Project Name: \_\_\_\_\_

Complete Submittal ☐

File Number: \_\_\_\_\_

Development Application ☐

Date Received: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_ Paid ☐

By Whom: \_\_\_\_\_

Electronic Document Submittal ☐

## Items Needed for Preliminary

The Applicant must prepare individual packets for review by each department. Each packet must include the minimum required plans as indicated below. Any other plans submitted, but not listed below, must be indicated in the space provided.

### Planning:

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Landscape Plan ☐
- Building Elevations ☐
- Notes/Details *(as pertaining to the above plans)* ☐

### Building & Safety:

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Notes/Details *(specifically ADA items)* ☐

### Fire Department:

- Subdivision Plat ☐
- Utility Plan *(showing all fire hydrants)* ☐

### Parks & Recreation:

- Subdivision Plat ☐
- Landscape Plan ☐

### Police Department:

- Subdivision Plat ☐
- Building Elevations ☐
- Utility Plan ☐

### Public Utilities:

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Storm Water Prevention Plan *(if over 1 acre)* ☐
- Landscape Plan ☐
- Notes/Details *(as pertaining to the above plans)* ☐
- Other: \_\_\_\_\_ ☐
- \_\_\_\_\_ ☐

### Public Works:

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Landscape Plan ☐
- Notes/Details *(as pertaining to the above plans)* ☐
- Other: \_\_\_\_\_ ☐
- \_\_\_\_\_ ☐

### Sewer District:

- Subdivision Plat ☐

**NOTE:** *Sandy City will only accept applications if each item listed above is received at the time of submittal. Incomplete plans will result in returning them to the applicant.*



**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# SUBDIVISION REVIEW

*Final Submittal for  
TND's & PUD's*

Project Name: \_\_\_\_\_

File Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

By Whom: \_\_\_\_\_

Return of All Redlines ☐

Complete Submittal ☐

Electronic Document Submittal ☐

## Items Needed for Final Submittal

The Applicant must prepare individual packets for review by each department. Each packet must include the minimum required plans as indicated below. Any other plans submitted, but not listed below, must be indicated in the space provided. **All Redlines must be returned to each department with this submittal.**

### Planning:

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Landscape Plan ☐
- Building Elevations ☐
- CC & R's *(as necessary)* ☐
- Title report *(no more than 3 months old)* ☐
- Condo Declaration *(if applicable)* ☐
- Notes/Details *(as pertaining to the above plans)* ☐

### Building & Safety:

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Notes/Details *(specifically ADA items)* ☐

### Sewer District:

- Subdivision Plat ☐

### Parks & Recreation:

- Subdivision Plat ☐
- Landscape Plan ☐

### Police Department:

- Subdivision Plat ☐
- Building Elevations ☐
- Utility Plan ☐

### Fire Department:

- Subdivision Plat ☐
- Utility Plan *(showing all fire hydrants)* ☐

### Public Utilities:

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Storm Water Prevention Plan *(if over 1 acre)* ☐
- Landscape Plan ☐
- Irrigation Plan ☐
- Notes & Details to specifically include:  
*Water, Storm Drain & Irrigation, Street Lights,  
Water/Oil Separator, & Manholes/Inlet* ☐
- Other: \_\_\_\_\_ ☐

### Public Works:

- Subdivision Plat ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Landscape Plan ☐
- Title report *(no more than 3 months old)* ☐
- Notes/Details *(as pertaining to the above plans)* ☐
- Other: \_\_\_\_\_ ☐

**NOTE:** *Sandy City will only accept applications if each item listed above is received at the time of submittal. Incomplete plans will result in returning them to the applicant.*



Community Development  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# SUBDIVISION REVIEW

## Preliminary Submittal for Condominiums

Project Name: \_\_\_\_\_

Complete Submittal ☐

File Number: \_\_\_\_\_

Development Application ☐

Date Received: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_ Paid ☐

By Whom: \_\_\_\_\_

Electronic Document Submittal ☐

### Items Needed for Preliminary Submittal

The Applicant must prepare individual packets for review by each department. Each packet must include the minimum required plans as indicated below. Any other plans submitted, but not listed below, must be indicated in the space provided.

#### Planning:

Condo Plat ☐

Condo Building Sections ☐

Condo Floor Area ☐

#### Building & Safety:

Condo Plat ☐

Condo Floor Area ☐

#### Fire Department:

Condo Plat ☐

#### Parks & Recreation:

Condo Plat ☐

#### Police Department:

Condo Plat ☐

#### Public Utilities:

Condo Plat ☐

#### Public Works:

Condo Plat ☐

Condo Building Sections ☐

Condo Floor Area ☐

#### Sewer District:

Condo Plat ☐

**NOTE:** *Sandy City will only accept applications if each item listed above is received at the time of submittal. Incomplete plans will result in returning them to the applicant.*



**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# SUBDIVISION REVIEW

## *Final Submittal for Condominiums*

Project Name: \_\_\_\_\_

File Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

By Whom: \_\_\_\_\_

Return of All Redlines ☐

Complete Submittal ☐

Electronic Document Submittal ☐

### **Items Needed for Final Submittal**

The Applicant must prepare individual packets for review by each department. Each packet must include the minimum required plans as indicated below. Any other plans submitted, but not listed below, must be indicated in the space provided. **All Redlines must be returned to each department with this submittal.**

#### **Planning:**

- Condo Plat ☐
- Building Sections ☐
- Floor Plans ☐
- CC & R's *(as necessary)* ☐
- Title report *(no more than 3 months old)* ☐
- Articles of Incorporation ☐
- Condo Declaration & By-Laws ☐

#### **Building & Safety:**

- Condo Plat ☐
- Floor Plans ☐

#### **Fire Department:**

- Condo Plat ☐

#### **Parks & Recreation:**

- Condo Plat ☐

#### **Police Department:**

- Condo Plat ☐

#### **Public Utilities:**

- Condo Plat ☐

#### **Public Works:**

- Condo Plat ☐
- Building Sections ☐
- Floor Plans ☐
- Title report *(no more than 3 months old)* ☐

#### **Sewer District:**

- Condo Plat ☐

**NOTE:** *Sandy City will only accept applications if each item listed above is received at the time of submittal. Incomplete plans will result in returning them to the applicant.*

| <b>RESIDENTIAL SINGLE-FAMILY REVIEW FEES (FY JULY 2010 - JUNE 2011)</b>   |   |       |  |  |                 |                                  |        |                         |          |
|---|---|-------|--|--|-----------------|----------------------------------|--------|-------------------------|----------|
| <b>PROJECT INFORMATION:</b>   |   |       |  |  |                 |                                  |        |                         |          |
| NAME:   |   |       |  |  |                 |                                  |        | SUB#                    |          |
| ADDRESS:  |   |       |  |  |                 |                                  |        |                         |          |
| DATE:   |   |       |  |  |                 |                                  |        |                         |          |
| ACRES:  |   | LOTS: |  |  | SENSITIVE AREA? |                                  | (Y, N) |                         |          |
| <b>DISCLAIMER:</b> Fees due and payable are based on the approved Sandy City Fee Schedule currently in place and applicable at the time the Site Plan is finalized and/or a building permit is issued. Fees are subject to change each fiscal year at the discretion of the Sandy City Council. City Treasurer has legal responsibility to interpret the ordinance and review all fees. Therefore, fee schedule may be subject to change prior to final approval. |   |       |  |  |                 |                                  |        |                         |          |
| 1.  | DEVELOPMENT FEE:  |       |  |  | Account No.     | 1-51-314511                      |        |                         |          |
|   | \$300.00 per lot, (\$400.00 per lot for SENSITIVE AREA) |       |  |  |                 |                                  |        | Is this Sensitive Area? |          |
|   | Balance of Development Fee Due with Final Fees          |       |  |  |                 |                                  |        |                         | \$0.00   |
| 2.  | DEVELOPMENT INSPECTION FEE:                             |       |  |  | Account No.     | 1-51-314512                      |        |                         |          |
|   | \$147.00 per Lot  |       |  |  |                 |                                  |        |                         | \$0.00   |
| 3.  | FLOOD CONTROL BASIN FEE:                                |       |  |  | Account No.     | 281-661-3373                     |        |                         |          |
|   | \$4,333.00/acre   |       |  |  |                 |                                  |        |                         | \$0.00   |
| 4.  | WATER REVIEW FEE:                                       |       |  |  | Account No.     | 511-650-33714                    |        |                         |          |
|   | Subdivision - \$175.00, Single Lot/Unit - \$55.00       |       |  |  |                 |                                  |        |                         | \$175.00 |
| 5.  | STORM WATER REVIEW                                      |       |  |  | Account No.     | 281-661-33714                    |        |                         |          |
|   | Subdivision - \$175.00, Single Lot/Unit - \$55.00       |       |  |  |                 |                                  |        |                         | \$175.00 |
| 6.  | WATERLINE REIMBURSEMENT FEE:                            |       |  |  | Account No.     | 511-650-33715                    |        |                         |          |
|   | ½ the current cost of the 8" portion of the             |       |  |  |                 | (size) water main in             |        |                         |          |
|   | [ ] street.   |       |  |  |                 | L. F. @ (1/2 cost = \$8.50/LF) = |        | \$0.00                  |          |
| 7.  | STREET & REGULATORY SIGN FEES:                          |       |  |  | Account No.     | 1-34-314311                      |        |                         |          |
|   | [ ] sign(s) at  |       |  |  |                 | \$185.00                         |        | per sign =              | \$0.00   |
| <b>TOTAL (RESIDENTIAL SINGLE-FAMILY REVIEW FEES)</b>  |   |       |  |  |                 |                                  |        | <b>\$350.00</b>         |          |

**RESIDENTIAL (SINGLE-FAMILY) REVIEW FEES**

**REVIEWED AND APPROVED:**

Arthur D. Hunter, Director of Finance

Date

| <b>RESIDENTIAL SINGLE-FAMILY IMPACT &amp; WATER FEES (FY JULY 2010-JUNE 2011)</b> |                        |            |              |                       |      |               |
|---|------------------------|------------|--------------|-----------------------|------|---------------|
| <b>PROJECT INFORMATION:</b>   |                        |            |              |                       |      |               |
| NAME:   |                        |            |              |                       | SUB# | 0             |
| ADDRESS:  |                        |            |              |                       |      |               |
| DATE:   |                        |            |              |                       |      |               |
| 1. PARKS FEE:   |                        |            | Account No.  | 421-420-3171          |      |               |
| Bldg. Type:   | Single-Family Detached | \$3,270.00 | per Dwelling | Number of Lots =      |      | \$0.00        |
| 2. TRAILS FEE:  |                        |            | Account No.  | 422-420-3172          |      |               |
| Bldg. Type:   | Single-Family Detached | \$46.00    | per Dwelling | Number of Lots =      |      | \$0.00        |
| 3. POLICE FEE:  |                        |            | Account No.  | 31013-0-3176          |      |               |
| Bldg. Type:   | Single-Family Detached | \$71.00    | per Dwelling | Number of Lots =      |      | \$0.00        |
| 4. FIRE/EMS FEE:  |                        |            | Account No.  | 427-220-3177          |      |               |
| Bldg. Type:   | Single-Family Detached | \$165.00   | per Dwelling | Number of Lots =      |      | \$0.00        |
| 5. WATER CONNECTION FEES:   |                        |            | Account No.  | 511-650-33711         |      |               |
|   | (number of meters)     | (size)     |              | (\$ amount per meter) |      | \$0.00        |
| 6. METER SET FEES:  |                        |            | Account No.  | 511-650-33712         |      |               |
|   | (number of meters)     |            |              | (\$ amount per meter) |      | \$0.00        |
| 7. CONSTRUCTION WATER USE FEE   |                        |            | Account No.  | 510-650-3181111       |      |               |
|   | (number of meters)     | \$30.00    |              | (\$ amount per meter) |      | \$0.00        |
| <b>TOTAL (RESIDENTIAL SINGLE-FAMILY IMPACT &amp; WATER FEES)</b>                  |                        |            |              |                       |      | <b>\$0.00</b> |

**RESIDENTIAL (SINGLE-FAMILY) IMPACT AND WATER FEES**

**REVIEWED AND APPROVED:**

Arthur D. Hunter, Director of Finance

Date



**CITY ENGINEER'S ESTIMATE - NUMBER: 1**

|                      |
|----------------------|
| Development Name:    |
| Development Address: |
| SPR#:                |
| Date:                |

**IMPROVEMENTS TO BE GUARANTEED AT 110% OF ESTIMATED COST:**

|   | Quantity | Unit        | Unit Cost   | Extended Cost |
|---|----------|-------------|-------------|---------------|
| <b>1. Roadway Improvements</b>  |          |             |             |               |
| Curb & Gutter   |          | linear foot | \$17.00     | \$0.00        |
| Drive Approaches (5' Width)   |          | linear foot | \$17.00     | \$0.00        |
| Sidewalk  |          | sq. foot    | \$3.00      | \$0.00        |
| Asphalt Paving, Road Base & Roadway Excavation:   |          |             |             |               |
| East of Interstate 15   |          | sq. yard    | \$20.00     | \$0.00        |
| West of I-15: 4.5" AC, 12" UTB and fabric   |          | sq. yard    | \$25.00     | \$0.00        |
| <b>2. Survey Monuments</b>  |          | each        | \$250.00    | \$0.00        |
| <b>3. Survey Rivets</b>   |          | each        | \$35.00     | \$0.00        |
| <b>4. Street Sign (to be installed by Sandy City)</b>   |          | each        | ---         | ---           |
| <b>5. Water System</b>  |          |             |             |               |
| 12" D.I.P.  |          | linear foot | \$64.00     | \$0.00        |
| 8" D.I.P.   |          | linear foot | \$47.00     | \$0.00        |
| 6" D.I.P.   |          | linear foot | \$42.00     | \$0.00        |
| Copper Lateral  |          | each        | \$2,943.00  | \$0.00        |
| 6" Fire Hydrant   |          | each        | \$4,300.00  | \$0.00        |
| Meter Vault   |          | each        | \$3,475.00  | \$0.00        |
| <b>6. Flood Control</b>   |          |             |             |               |
| 24" RCP   |          | linear foot | \$66.00     | \$0.00        |
| 18" RCP   |          | linear foot | \$54.00     | \$0.00        |
| 15" RCP   |          | linear foot | \$50.00     | \$0.00        |
| 12" RCP   |          | linear foot | \$47.00     | \$0.00        |
| Detention Pond  |          | each        | \$7,000.00  | \$0.00        |
| Oil/Water Separator   |          | each        | \$20,000.00 | \$0.00        |
| Inlet Box/Cleanout Manhole  |          | each        | \$3,273.00  | \$0.00        |
| <b>7. Street Lights</b>   |          |             |             |               |
| Residential   |          | each        | \$3,000.00  | \$0.00        |
| Commercial  |          | each        | \$4,500.00  | \$0.00        |
| Arterial  |          | each        | \$5,500.00  | \$0.00        |
| <b>8. Landscaping and Irrigation Systems:</b>   |          |             |             |               |
| Landscaping and Irrigation Systems<br>(including Water Efficiency<br>and Backflow Prevention) |          | sq. foot    | *           | \$1,000.00    |
| Street Trees  |          | each        | \$140.00    | \$0.00        |
| Subtotal: Improvement Costs Estimated at 100%   |          |             |             | \$1,000.00    |
| Subtotal: Improvement Costs Estimated at 110%   |          |             |             | \$1,100.00    |

**IMPROVEMENTS TO BE GUARANTEED AT 10% OF ESTIMATED COST:**

**NOTE:** The value of the Guarantee for Improvements, guaranteed at 10% of estimated cost, will not be reduced at Initial (90%) Guarantee Release. This amount will be released after the one-year warranty period has been met and Final Approval.

|   | Quantity | Unit        | Unit Cost | Total Cost    |
|---|----------|-------------|-----------|---------------|
| <b>1. Roadway/Parking Lot Improvements</b>          |          |             |           |               |
| Curb & Gutter                                       |          | linear foot | \$17.00   | \$0.00        |
| Concrete Curbing                                    |          | linear foot | \$12.00   | \$0.00        |
| Sidewalk  |          | sq. foot    | \$3.00    | \$0.00        |
| Concrete Flatwork                                   |          | sq. foot    | \$3.00    | \$0.00        |
| Roadway/Parking Lot Paving                          |          | sq. yard    | \$13.00   | \$0.00        |
| Parking Lot Striping                                |          | linear foot | \$0.06    | \$0.00        |
| <b>2. Fencing/Walls</b>                             |          |             |           |               |
| Fence   |          | linear foot | \$15.00   | \$0.00        |
| Retaining Walls                                     |          | linear foot | \$85.00   | \$0.00        |
| <b>3. Screening</b>                                 |          |             |           |               |
| Screening   |          | lump sum    |           | \$0.00        |
| Subtotal: Improvement Costs Estimated at 100%       |          |             |           | \$0.00        |
| <b>Subtotal: Improvement Costs Estimated at 10%</b> |          |             |           | <b>\$0.00</b> |

**OTHER GUARANTEE REQUIREMENTS:**

|   |                   |
|---|-------------------|
| <b>1. Submittal of "As-Built" Drawings on Disk Prior to 90% Release</b> | <b>\$1,000.00</b> |
|---|-------------------|

(Total: Improvement Cost Estimated at 110% + Improvement Costs Estimated at 10% + Other Guarantee Requirements):

|  |                   |
|--|-------------------|
| <b>Total: City Engineer's Estimate - Number: 1</b> | <b>\$2,100.00</b> |
|--|-------------------|

**NOTE:** In addition to improvements specified in the improvement agreement, other conditions of approval specific to your development must also be completed. Those conditions include, but are not limited to, all of the Sandy City Standard Specifications and Details for Municipal Construction and the General Conditions as conditions of approval; those provided for in the building permit; those required by ordinance, including the Sandy City Standard Specifications and Details for Municipal Construction and the General Conditions for Development; and/or those required by the City Engineer of Sandy City.